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| Date | Activity | Assignment Due |
| Week 1  08.16-22 | Introductions;  Read text, chs. 1, 2, and 7 | Practice: MARC fields, reflection due 8/22 |
| Week 2  08.23-29 | Watch videos and create a database with three reports | Project: Database, due 8/29 |
| Week 3  08.30-31; 09.01-06 | Read ch. 3 and peruse Follett’s Tag of the Month | Practice: Exercises 3A, 3B, 3C, and 3D, reflection due 9/6 |
| Week 4  09.07-12 | Curation Readings listed on the class wiki | Skype session, 9/12 |
| Week 5  09.13-19 | Organizing the Web 1: Netvibes | Netvibes project, due. 9/19 |
| Week 6  09.20-26 | Mitinet Practice: Download MARC Magician and familiarize yourself with the software; View and take notes on the tutorials listed in the class wiki |  |
| Week 7  09.27-30; 10-01-03 | Org. Web 2: Only2Clicks; LiveBinders | Comparison Project |
| Week 8  10.04-10 | Access Points Practice – Read text, ch. 4 | Practice: Exercises 4A, 4B, 4C, and 4D, reflection due 10/10 |
| Week 9  10.11-17 | Org. Web 3: LibGuides Project | Project due 10/17 |
| Week 10  10.18-24 | Main Entry Project - 5 books to catalog in MARC Magician | Project due 10/24 |
| Week 11  10.25-31 | Read text, ch. 5; Subject headings practice | Practice: 5A and 5F using *ITS•MARC;* 5C, D, and E using MARC records; |
| Week 12  11.01-07 | Subject headings project – 6 titles to be cataloged in MARC Magician | Project due 10/07 |
| Week 13  11.08-14 | Classification practice – Read text, ch. 6 plus four articles listed on the class wiki | Practice: 6G; plus two additional exercises plus reflection due 11/14 |
| Week 14  11.15-21 | FALL BREAK |  |
| Week 15  11.22-28 | Final project: Enhanced MARC records | Project due 11/28 |
| Week 16  11.29-30; 12.01-05 | Readings about online catalogs listed on the class wiki | FINAL SESSION ON **TUESDAY, 6 December, 7:00-8:00 pm** |